

Enrollment Instructions

MAEFAIRS & Paper Filers

Montana Office of Public Instruction

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Welcome

The enrollment entry screens are used to report enrollment as of the first Monday in October for fall and February 1 for spring. If the first Monday in October or February 1 does not fall on a school day, the next school day becomes the count date.

Gender and Race/Ethnicity

The Montana Office of Public Instruction (OPI) collects fall enrollment by gender and race/ethnicity categories in order to file federal reports that show education programs are offered equally to all students.

ANB

Calculating Average Number Belonging (ANB) is performed by MAEFAIRS spring enrollment process and the District Enrollment Summary Report contains ANB information.

Average Daily Attendance (ADA)

Average Daily Attendance (ADA) is the average number of students present on the dates used to report fall and spring enrollment. The total number of students present, as reported on the October and February enrollment counts and used to determine average number belonging (ANB), will be added together and divided by two to determine the average daily attendance (ADA) for the current school year. (A.R.M. 10.15.101(3))

For average daily attendance (ADA) purposes, the Pre-K and Kindergarten students 'present' count for each semester is halved prior to averaging to determine ADA. All other grade levels are not adjusted prior to averaging in determining ADA.

Step-by-Step Instructions

Print Blank Forms
Enter Enrollment Data
Enter Attendance Data
Enter Other Enrollment (High School Only)
Enter Part-time Enrollment
Validate Data
Print Final Report
Submit to OPI

Follow these instructions to complete enrollment in the quickest, most error free manner.

From the MAEFAIRS menu screen

1. Print Blank Forms
 - a. In the area 'Click on Selection to Display Menu', single left click the circle in front of 'Reports'
 - b. Select a district at bottom of the screen.
 - c. Double left click 'Blank Forms'
 - d. Single left click the circle in front of preferred selection
 - e. Print
 - f. Exit

2. Enter Enrollment Data
 - a. From the MAEFAIRS menu screen, double left click 'Step 1: Enrollment'
 - b. Select a district at bottom of the screen.
 - c. Select a Grade
 - Either enter 'K', '1', '2', . . . '10', '11', etc.,
 - d. Select the appropriate Gender (fall count only)
 - e. Select the appropriate Race/Ethnicity (fall count only)
 - f. Enter the number of students in the 'Students' entry field
 - g. Save or Undo the record

Repeat 2a-e until all combinations have been entered for this district.

 - h. Single left click the 'To Attendance' button

3. Enter Attendance Data
 - a. Select Grade Range

***NOTE:** Grade ranges are by category, i.e., Kindergarten, 1-8 grades, and 9-12 grades*

 - b. Enter either the number present OR the number absent:
 - Single left click the 'Present' OR 'Absent' entry field and enter a number. The other selection will automatically calculate so the total number of students present and absent equal the total enrollment in the grades in that range. (The number may be reported using two decimal places (xx.xx))
 - c. Save or Undo the record

Repeat 3a-c until all attendance has been entered for this district.

 - d. High School Districts: Single left click the 'To Other Enrollment' button (only appears for high schools)
 Elementary Districts: Single left click the 'To Part-time' button and skip to 5.

4. Enter 'Other Enrollment (High School Only) '. This area is used to report 19-year-olds (or older) enrolled on this count date and graduates from the previous school year (fall count only) or early graduates for the current school year (spring count only). If you have no data to enter, skip to 5.
 - a. Select 'Enrollment Type'
 - b. Select 'Gender' (fall count only)
 - c. Select 'Race/Ethnicity' (fall count only)
 - d. Enter number of students
 Repeat for each 'Enrollment Type' [19-year-olds (or older) or graduates].
 - e. Single left click the 'To Part-time' button.

5. Enter 'Part-time Enrollment' (If there are no part-time students enrolled in this school select 'To Enrollment' and complete steps 1-5 for the next school in your district or if all schools are completed, 'Exit' to menu screen and validate following step number 6.)
 - a. Select Grade Range

***NOTE:** Grade ranges are: Kindergarten, Transition 1-6 grades, 7-8 grades, and 9-12 grades.*

 - b. Enter number of students 'Not Enrolled for ANB (<180hrs/yr)'

NOTE: Report all students (including kindergarteners) attending a program that provides less than 180 hrs/year. Although reporting these students is required, they are not included in the ANB calculation for state funding purposes.

- c. Enter number of students 'Part-time Enrolled (180-359 hrs/yr)'

NOTE: Report all students attending a program that provides 180-359 hrs per year. These students are considered 'part-time' for ANB purposes.

DO NOT INCLUDE 19-year-olds (or older) in either part-time category.

- d. Repeat 5a-c for all applicable grade ranges.
- e. Double left click 'exit' to return to the MAEFAIRS menu screen.

6. Validate Data

- a. In the area 'Click on Selection to Display Menu', single left click the circle in front of 'Reports'.
- b. Double left click on 'Validation'
- c. Select the district(s) you want to validate (Follow on-screen instructions for selecting more than one district.)
- d. Print the validation report
- e. Close the report preview screen
- f. Single left click 'Exit' to return to the MAEFAIRS menu screen
- g. Review and/or correct all validation errors

NOTE: Messages with error type of 'Corrective' must be corrected before data can be submitted to OPI. 'Warning' errors will not cause files to be rejected but should be reviewed as incorrect information may affect funding.

7. Print Final Report

- a. In the area 'Click on Selection to Display Menu', single left click the circle in front of 'Reports'.
- b. Double left click 'Enrollment Summary'
- c. Single left click circle in front of report choice ('Enrollment Summary by School' or 'Enrollment Summary by District')
- d. Single left click 'Print' button
- e. Print the report
- f. Close the report preview screen
- g. Single left click 'Exit' to return to the MAEFAIRS menu screen

8. Prepare file and Submit Data to OPI

- a. For detailed instructions go to Upload in HELP.

Who Can I Count?

Important Information

- Enrollment and attendance data is used for many purposes (calculation of ANB for school funding, federal and state statistical reporting, and other purposes). Therefore, care and accuracy are very important when completing the forms.
- Retain auditable documentation supporting the accuracy of all reported data.

Enrollment

- The official fall semester enrollment count date is the first Monday in October.
The official spring semester enrollment count date is February 1st.
- Count all enrolled students, including:
 - ✓ Special education students
 - ✓ Homebound students qualifying under 10.20.102, A.R.M.
 - ✓ 19-year-olds (or older)
 - ✓ Students attending school for any portion of the school day (example, count as enrolled a home-schooled student that attends the district for one class per day)
 - ✓ Students attending the school from out-of-district
- Do not count:
 - ✓ Students absent for 11 consecutive days prior to and including the count date
 - ✓ Students enrolled in another public school district
 - ✓ Students who will not resume attendance pursuant to notice given to district
 - ✓ Students whose records have been transferred to another school
 - ✓ Students otherwise unable to continue in attendance for any reason
 - ✓ Students who are residents of the district, but are attending an out-of-district school

Attendance

- The fall attendance count date is the same as the fall enrollment count date, the first Monday in October. The spring attendance count date is the same as the spring enrollment count date, February 1st.
- The total number of students present plus the total number absent must equal the total number of students enrolled in each school.
- Students present for only a portion of the count date should be reflected appropriately in the present and absent counts. Below are sample calculations for partial day attendance:
 - ✓ Pre-K and K: 1 of 3 hours present = .33 present and .67 absent
 - ✓ Grades 1-6: 3 of 6 hours present = .50 present and .50 absent
 - ✓ Grades 7-12: 6 of 8 periods present = .75 present and .25 absent

Part-time Enrollment

- Report students included in the grade-by-grade enrollment count that also meet the following criteria:
 - ✓ Students receiving less than 180 hours of services per year
 - ✓ Students in grades 1-12 receiving between 180-359 hours of services per year
 - ✓ For more information on part-time enrollment, see the “Part-time student?” topic.
- Important:** Exclude 19-year-olds (or older) from the count of part-time students.

Other Enrollment (High School Only)

- Only high schools will report Other Enrollment
- The following students should be reported in Other Enrollment:
 - ✓ FALL
 - 19-year-olds (or older)
 - Prior Year Graduates
 - ✓ SPRING
 - 19-year-olds (or older)
 - Early graduates

Part-time student?

When is a pupil a part-time student?

Part-time information is collected by OPI for the purpose of adjusting a district's ANB for students that do not attend full-time.

The key in determining part-time status is to look at the annualized hours of a pupil's program.

Grades 1-12, if the pupil's current instructional program provides:

- Less than 180 hours of instruction time per year, report the pupil to OPI two ways: (1) as enrolled in the regular grade line, and (2) as a part-time student. The district receives **no ANB for this part-time student.**
- At least 180 hours but less than 360 hours, report the pupil to OPI two ways: (1) as enrolled in the regular grade line for the student, and (2) as part-time. The district receives **one-half ANB for this part-time student.**
- 360 or more hours, then the pupil is a full-time enrolled student and only report the pupil as enrolled in the regular grade line, with no part-time reporting. The district will receive **one full ANB for the full-time student.**

Kindergarten

- Even though a Kindergarten program is part-time by nature, Kindergarten students are rarely reported to OPI as "part-time." Nearly all Kindergarten pupils receive 180 hours of instruction or more and are reported to OPI as enrolled with no part-time reporting requirement. A district receives one-half ANB for each regularly-enrolled Kindergarten student. However, if you have a pupil that follows a program that provides less than 180 hours of instruction time per year, then report the pupil to OPI two ways: (1) as enrolled in the Kindergarten grade line, and (2) as part-time enrolled "< than 180 hrs/yr." The district receives **no ANB for a Kindergartner whose program provides less than 180 hours of instruction per year.**

Pre-Kindergarten

- Pre-Kindergarten, like Kindergarten, is a program that is part-time by nature. However, Pre-Kindergarten students are never reported to OPI as "part-time." State law does not provide ANB for Pre-K students; therefore, there is no need for OPI to collect part-time information for Pre-K.

Example:

The tricky part can be determining how to report a student whose schedule changes during the year. Consider this example:

Assume that Bobby Q. Public is enrolled as a 5th grader in your district and he attends school pursuant to the following schedule:

<u>Semester</u>	<u>Days</u>	<u>Hours per Day</u>	<u>Total Hours</u>
First	90	3 hours / day	270
Second	90	1 hour / day	90
Total	<u>180</u>		<u>360</u>

How is Bobby's enrollment reported to OPI? The answer: First semester (Fall count) Bobby is reported as full-time enrolled because the annualized hours for his program on that count date would be 540, and second semester (Spring count) Bobby is reported as part-time enrolled because the annualized hours would be 180 for this program.

Even though the example shows that Bobby's annual hours of instruction would total 360, he is still part-time for the second semester. Look at how many annualized hours of instruction would be provided for the program the student is following on the current count date, independent from the hours accumulated under a program he/she followed on another count date.

Graduates

Students who completed graduation requirements of the district.

Early graduates

Students that graduated from high school early, after completing their 7th semester.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to 20-9-313(6), MCA and A.R.M. 10.20.102(10).

Early graduates are mid-year graduates who meet the following criteria:

1. The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school, but WAS NOT enrolled on February 1 of the CURRENT school year.
2. The student completed graduation requirements after the first semester of the CURRENT school year.
3. The student completed graduation requirements after a total of SEVEN semesters.
NOTE: Students who complete graduation requirements in LESS than seven semesters, or MORE than seven semesters, do not qualify for increased ANB and cannot be included in your count of early graduates. See A.R.M. 10.20.102
4. The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
5. The student has NOT been counted in the regular 11th or 12th grade enrollment as of February 1 of the CURRENT school year.

Prior Year Graduates

(Fall enrollment only)

Any student who completed high school graduation requirements, including early graduates, during the previous school year, (students who finished after their seventh semester of high school-see early graduates).

19-year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- are included in regular enrollment counts
- are included in attendance counts
- are reported under 'Other Enrollment (High School Only) '
- are NOT included in part-time counts

Students nineteen years and older are not included in the ANB calculation.

Homebound students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction. (A.R.M. 10.15.101)

Criteria for counting Homebound students (A.R.M. 10.20.102(8)):

(8) Homebound students, as defined in A.R.M. 10.15.101, and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:

(a) is enrolled as defined in A.R.M. 10.15.101 and is currently receiving organized and supervised pupil instruction as defined in 20-1-101, MCA;

(b) is in a home or facility which does not offer a regular educational program; and

(c) has instructional costs during the absences which are financed by the school district general fund.

Grade

The assigned education level of a student Pre-K through 12.

Pre-Kindergarten also called Pre-K and Preschool

Kindergarten

Transition First

Ungraded

Pre-Kindergarten (Pre-K or Preschool)

A free program for children between the ages of 3 and 5 years, offered at the discretion of the trustees of an elementary district. The program is offered during the year(s) preceding Kindergarten.

Counting Pre-Kindergarten Pupils for Enrollment

- **3-5 year-olds** in general - Count pupils as Pre-K students if they did not reach age 5 on or before September 10 of the current school year, and if they are attending a free preschool program offered at the discretion of the district.
- **5 year-olds** - In the following cases a student who reaches age 5 on or before September 10 of the current school year would be reported as a Pre-K student (rather than as a Kindergarten student):
 - the 5 year-old schooling program (Kindergarten) is not offering the required minimum days (90) and minimum hours (360) of pupil instruction
 - the parents choose to take advantage of certain related or limited services but not to enroll the student in the accredited program
- **Special Education Pupils** - Count pupils as Pre-K students if they are enrolled in preschool special education programs for any portion of a day.

- **Head Start Program** - A pupil in Head Start may be counted as a Pre-K student if Head Start is part of an authorized program of the school.

Counting Pre-Kindergarten pupils for Attendance

- The present and absent count should be conducted the same day as the enrollment count, unless the Pre-K program does not conduct class on the count date. If class is not conducted on the enrollment count date, report the number of Pre-K students present and absent as of the next pupil-instruction day, but total attendance on the next class day must only consider those students enrolled on the official count date.

Kindergarten

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a Kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade.

Counting Kindergarten Pupils for Enrollment

- **5 year-olds** - A pupil who reaches age 5 on or before September 10 of the current school year or has been enrolled by special permission of the Board of Trustees may be counted as a Kindergarten student if both of the following criteria are satisfied:
 - the pupil is enrolled in an accredited 5 year-old schooling program
 - AND**
 - the accredited 5 year-old schooling program is providing a minimum of 90 days and a minimum of 360 hours of pupil instruction per year
- **Special Education Pupils** - A special education pupil may be counted as a Kindergarten student if all of the following criteria are satisfied:
 - the pupil has an Individualized Education Program (IEP) which specifies instructional services and/or related services, regardless of the school site or setting in which the services are provided (i.e., could be a preschool setting)
 - AND**
 - the services are provided under the supervision of the accredited 5 year-old school program (Kindergarten)
 - AND**
 - the program is designed to provide a minimum of 90 days and a minimum of 360 hours of pupil instruction per year
- **Head Start Program** - A pupil in Head Start may be counted as a Kindergarten student if both of the following criteria are satisfied:
 - the pupil is enrolled in a district's accredited 5 year-old program (Kindergarten)
 - AND**
 - the pupil has an Individualized Education Program (IEP) that specifies Head Start as the service provider, under the supervision of the district's accredited 5 year-old schooling program

Counting Kindergarten pupils for Attendance

- The present and absent count should be conducted the same day as the enrollment count, unless the Kindergarten program does not conduct class on the count date. If class is not conducted on the enrollment count date, report the number of Kindergarten students present and absent as of the next pupil-instruction day, but total attendance on the next class day must only consider those students enrolled on the official count date.

Non-Typical Kindergarten Programs

- Contact OPI if the beginning date for a Kindergarten program is subsequent to one of the official count dates (first Monday in October or February 1st), or if the district runs two complete Kindergarten programs within the same school year (this would be a program with a different set of pupils each semester, but each semester's class meets the minimum day and hour requirements for a Kindergarten program). OPI will make the necessary adjustments to properly fund such programs.

ANB for Kindergarten Pupils

- State law allows one-half ANB for Kindergarten pupils, even for full-day Kindergarten services. When reporting enrollment and attendance for Kindergarten, count each enrolled pupil as one student (not as one-half student each).

Transition First

A Pre-1st/Transition program is a full day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.

Counting Transition First

Enter the number of students enrolled in a Pre-1st/Transition program on the count date.

Ungraded

Students in classes or programs to which students are assigned without standard grade designation, i.e. Montessori, special education, non-graded programs.

Counting Ungraded

If a student cannot be assigned to a grade designation, report the student as ungraded.

Gender

Sexual identity as in male or female.

Race/Ethnicity

This data is collected at the fall count date only.

A group of people united or classified together on the basis of common history, nationality, or geographic distribution.

The Race/Ethnicity classifications and definitions are defined by the U.S. Department of Education, Office of Civil Rights. Other designations will not be accepted.

Black

A person having origins in any of the black racial groups and not of Hispanic origin.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native

A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

Hawaiian/Pacific Islander

A person of Hawaiian or Pacific Island culture or origin.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East not of Hispanic origin.

Number of Students

Students Who are Enrolled

The numerical count of students reported must be enrolled as defined in A.R.M. 10.15.101.

(24) 'Enrolled student' means a high school student assigned to receive organized instruction in an education program described in A.R.M. 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of A.R.M. 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in A.R.M. 10.55.901 through 10.55.903, or an elementary or high school student in a course of instruction agreed to in an Individualized Education Program (IEP). A.R.M. 10.15.101

Students Who are Absent

Include a student who is absent on the count date in the enrollment count, unless the student has been absent for more than 10 consecutive days or the district has reason to believe that the student has left the district or is enrolled in another school. (A.R.M. 10.20.102)

Students Who Are Absent More than 10 Days on Count Date

Do not include students who have been absent more than 10 consecutive days in the enrollment count, unless they qualify as homebound students under A.R.M. 10.10.102. Students who have been absent more than 10 consecutive days must resume attendance before the date of count in order to be considered enrolled.

What School does the Student Attend?

Each student may be included in the enrollment of only one school even if the student attends more than one school throughout the school day or week.

Enrollment Instructions

Who Can I Count?

Step-by-Step Instructions

ANB/Average Number Belonging

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. See Calculating Average Number Belonging (ANB)

Calculating Average Number Belonging (ANB)

The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by the sum of the pupil-instruction (PI) and pupil-instruction-related (PIR) days, divided by 180.

Pupil-instruction (PI) days are those days when school districts provide organized instruction for pupils enrolled in public schools while under the supervision of a teacher. Districts are required to conduct a minimum of 180 PI days in a school year. A.R.M. 10.15.101 (40)

Pupil-instruction-related (PIR) days are those days of teacher activities, for the school year preceding the year to be funded, which are devoted to improving the quality of instruction. For calculation of ANB the PIR days may not exceed seven (7). The days may not be included as part of the required minimum of 180 PI days or the required minimum aggregate hours of pupil instruction per 20-1-301, MCA. A district's PIR days must be planned in accordance with the policy adopted by the Board of Public Education, and a minimum of three (3) PIR days must be conducted. 20-1-304, MCA.

Average adjusted enrollment

This section can be printed by selecting 'Print Topic' from the File menu.

Average adjusted enrollment is the number of students in a budget unit used in the calculation of Average Number Belonging (ANB).

Figuring Average Adjusted Enrollment

The following format may be used to calculate the average adjusted enrollment of a budget unit (A.R.M. 10.15.101(10)):

	<u>Fall</u>	<u>Spring</u>
(A) Total enrollment of all schools within a budget unit	_____	_____
(B) Subtract Pre-Kindergarten enrollment	< _____ >	< _____ >
(C) Subtract Kindergarten pupils receiving less than 180 hours services per year	< _____ >	< _____ >
(D) Subtract one-half Kindergarten pupils receiving 180 hours (or more) services per year	< _____ >	< _____ >
(E) Subtract pupils in grades 1-12 receiving less than 180 hours of services per year	< _____ >	< _____ >
(F) Subtract one-half pupils in grades 1-12 receiving between 180-359 hours of services per year	< _____ >	< _____ >
(G) Subtract 19-year-olds (or older) students	< _____ >	< _____ >
(H) Add early graduates	_____ NA _____	_____
(I) Subtotal (total of lines A-H)	_____	_____
(J) Total adjusted enrollment (add Fall subtotal to Spring subtotal from Line I)		_____
(K) Average adjusted enrollment (Line J divided by two)		_____

Fiscal Year

Fiscal year of data. For example, fiscal year 2002 is July 1, 2001 to June 30, 2002.

Fiscal year 2002 can also be called:

Fiscal year 2001-02

Fiscal year 2001-2002

FY02

FY 2002

FY 2001-02

FY 2001-2002

Ensuing

First succeeding school year to the current year.

Individualized Education Program

Refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- Statement of present levels of educational performance of a child;
- Statement of annual goals, including short-term instructional objectives;
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services; and
- Appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 1999-2000, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.

Head Start Program

A Federally funded program that provides comprehensive educational, social, health, and nutritional services to:

- Low-income preschool children and their families, and
- Children from ages 3 to school entry age (i.e., age of compulsory school attendance).

Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 1999-2000, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.

Pupils Requiring Special Permission

5-year old Schooling Program (Kindergarten)

- Children that are enrolled in a district's 5-year old schooling program, but have not reached the age of 5 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).

Underaged Elementary Pupils

- Children that are enrolled in a district's elementary school program, but have not reached the age of 6 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).

MAEFAIRS CD Contents

The CD contains the following items:

MAEFAIRS (Access 2000 Runtime)
Internet Explorer
Netscape for Windows
June 2000 School Accounting Manual
FirstClass Client
Adobe Acrobat
Alladin Explorer
Jpeg Viewer
Fonts

ONLY the Access 2000 Runtime was automatically installed when the CD is inserted into the CD Rom drive.

Installing other options from the MAEFAIRS CD

- Insert the CD in the CD Rom driven (A 'Start Installation' screen will appear on the screen.)
- Single left click on the 'Cancel' button. (A window displays 'Setup is not complete . . .')
- Single left click on the 'Exit Setup' button.
- Single left click on the 'Start' button
- Single left click on 'Run'
- In the 'Open' box, type X:\Goodies\Windows\ (Where X is the CD Rom drive on your computer) After you type Windows it will list all of the options available to install.
- Type the name of the item you wish to install.
- Single left click the 'OK' button.
- Double left click on the icon that appears on screen. The installation begins. Follow on-screen directions to complete installation of the item chosen.

Budget Unit

*'Budget unit' means the unit for which the ANB of the district is aggregated for all enrolled students according to 20-9-311, MCA.
(A.R.M. 10.15.101(10))*

Montana Automated Education Financial and Information Reporting System
MAEFAIRS Created at the Office of Public Instruction, Helena, MT.

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